

Description

The Community Development Department for the City of Danville includes the Office of the Department Director, Planning Division, Inspections Division, Housing and Development Division and programs and projects related to Community and Economic Development. The Office of the Director is responsible for the operations of the Department that include the Neighborhood Revitalization/Building Blocks Program, Development Assistance/Commercial Development Review, Code Enforcement (Zoning and Building), Virginia Maintenance Code Enforcement, Economic Development Support, Rental Inspection Program, CDBG Entitlement Program, Home Entitlement Program, Comprehensive Plan Development, and update Capital Project Coordination and Grantsmanship.

Expenditures

	FY 2018 Actual	FY 2019 Actual	FY 2020 Adopted	FY 2021 Introductory	Increase/ (Decrease)
Expenditures:					
Personnel Services	\$147,315	\$ 153,937	\$153,940	\$ 157,760	\$ 3,820
Employee Benefits	21,955	22,984	23,720	20,460	(3,260)
Purchased Services	454	402	3,040	3,040	-
Internal Service	2,494	1,806	4,010	2,240	(1,770)
Other Operating Expenses	22,068	14,146	16,860	17,480	620
Capital Outlay	-	-	320	320	-
Totals	\$194,286	\$ 193,275	\$201,890	\$ 201,300	\$ (590)

Personnel

The Accountant II position is partially funded by this account, Public Works and Community Development Block Grant (CDBG) funds.

Position Title	FY 2019 FTEs	FY 2020 FTEs	FY 2021 FTEs
SENIOR SECRETARY	1.000	1.000	1.000
ACCOUNTANT II	0.400	0.400	0.400
DIRECTOR OF COMMUNITY DEV	1.000	1.000	1.000
Total	2.400	2.400	2.400

Description

The Community Development Department’s Inspections Division is responsible for administering the Virginia Uniform Statewide Building and Maintenance Code. As part of the City’s “Building Blocks” Program, the Inspections Division also oversees the administration of the Rental Housing Inspection Program (RHIP). The specific tasks of the Division on a daily basis include doing plan reviews and issuing various construction permits such as: building, electrical, mechanical, plumbing, amusement device, and sign permits. In addition to issuing such permits, the inspectors perform inspections on work completed during the construction process. The Maintenance Code/RHIP process involves inspecting existing properties to verify their compliance with Virginia Uniform Statewide Building and Maintenance Codes and City Ordinances.

Revenues/Expenditures

	FY 2018 Actual	FY 2019 Actual	FY 2020 Adopted	FY 2021 Introductory	Increase/ (Decrease)
Revenues:					
Building Permits	\$ 100,014	\$ 84,549	\$ 84,700	\$ 100,240	\$ 15,540
Electrical Permits & Inspection	15,084	21,025	18,150	20,160	2,010
Mechanical Permits & Inspection	29,290	27,529	28,260	34,320	6,060
Rental Housing Inspection Fees	12,293	16,808	15,600	16,120	520
Plumbing Inspection Fees	12,345	11,897	10,050	12,100	2,050
Amusement Device Permit/Inspect	238	192	340	340	-
Sign Permits & Inspection	4,045	3,939	4,610	4,400	(210)
Misc Revenue	-	-	-	-	-
Totals	173,309	165,939	161,710	187,680	25,970
Expenditures:					
Personnel Services	\$ 499,621	\$ 459,397	\$520,390	\$ 592,630	\$ 72,240
Employee Benefits	73,223	67,695	80,170	74,680	(5,490)
Purchased Services	30,391	32,626	36,220	34,890	(1,330)
Internal Service	53,632	51,134	48,570	52,160	3,590
Other Operating Expenses	188,488	361,611	271,790	275,630	3,840
Capital Outlay	-	1,478	1,140	880	(260)
Totals	\$ 845,355	\$ 973,941	\$958,280	\$ 1,030,870	\$ 72,590
Net Cost to City	\$ 672,046	\$ 808,002	\$796,570	\$ 843,190	\$ 46,620

Personnel

The Plumbing/Cross Connection Inspector is funded .5 from General Fund and .5 from Water Treatment fund as the positions duties include inspection of plumbing systems, and backflow prevention to the City's potable water system.

Position Title	FY 2019 FTEs	FY 2020 FTEs	FY 2021 FTEs
PERMIT TECHNICIAN	1.000	1.000	1.000
PROP MAINT CODE COORDINATOR	1.000	1.000	1.000
PROPERTY MAINTENANCE INSPECTOR	2.000	2.000	2.000
BUILDING INSPECTOR	2.000	2.000	2.000
ELECTRICAL INSPECTOR	1.000	1.000	1.000
MECHANICAL INSPECTOR	1.000	1.000	1.000
PLUMBING/CROSS CNCTN INSPECTOR	0.500	0.500	0.500
INSPECTIONS SUPERVISOR	1.000	1.000	1.000
DIVISION DIR OF INSPECTIONS	1.000	1.000	1.000
Total	10.500	10.500	10.500

Description

The Housing & Development program fund is used to support efforts to promote the rehabilitation of properties that are not subject to other blight funding.

Expenditures

	FY 2018 Actual	FY 2019 Actual	FY 2020 Adopted	FY 2021 Introductory	Increase/ (Decrease)
Expenditures:					
Purchased Services	\$12,327	\$10,073	\$25,000	\$ 25,000	\$ -
Internal Service	-	87			
Other Operating Expenses	1,239	2,130	1,060	5,050	3,990
Totals	\$13,566	\$12,290	\$26,060	\$ 30,050	\$ 3,990

Description

This funding is used to purchase services needed for Comprehensive Blight removal. Items such as advertising, title research, and other costs associated with blighted properties comes from this account.

Expenditures

	FY 2018 Actual	FY 2019 Actual	FY 2020 Adopted	FY 2021 Introductory	Increase/ (Decrease)
Expenditures					
Purchased Services	\$68,533	\$95,626	\$75,000	\$ 75,000	\$ -
Internal Service	-	-	-	-	-
Other Operating Expenses	1,316	1,136	-	-	-
Totals	\$69,849	\$96,762	\$75,000	\$ 75,000	\$ -

Description

This is the annual program in the month of May that promotes City residents to Clean-up/Fix-up their properties to try to improve the appearance of houses. Items are provided to residents and neighborhoods to clean properties, paint, plant, etc.

Expenditures

	FY 2018 Actual	FY 2019 Actual	FY 2020 Adopted	FY 2021 Introductory	Increase/ (Decrease)
Expenditures:					
Purchased Services	\$32,859	\$49,722	\$25,000	\$ 30,000	\$ 5,000
Internal Service	78	76	-	-	-
Other Operating Expenses	7,067	10,275	25,000	20,000	(5,000)
Totals	\$40,004	\$60,073	\$50,000	\$ 50,000	\$ -

Description

The Planning Office is a division of the Community Development Department and is responsible for coordinating the City of Danville's current and long-range planning activities. The Planning Office is responsible for coordinating Zoning Code administration, local enactment and enforcement of community and statewide development regulations, informing prospective developers and builders about development review regulation and processes, consulting with other City agencies concerning the Zoning Code. The Office also is charged with coordinating and executing planning studies, and providing staff support and planning recommendations to the City Manager, Planning Commission, City Council, Board of Zoning Appeals, Commission of Architectural Review, River District Design Commission and the citizens of Danville.

Revenues/Expenditures

	FY 2018 Actual	FY 2019 Actual	FY 2020 Adopted	FY 2021 Introductory	Increase/ (Decrease)
Revenues:					
Zoning Appeal Fees	\$ -	\$ 206	\$ -	\$ -	\$ -
Zoning Clearance Fees	3,080	9,795	2,530	3,300	770
Comm of Arch Review Fees	225	182	260	260	-
Totals	\$ 3,305	\$ 10,183	\$ 2,790	\$ 3,560	\$ 770
Expenditures:					
Personnel Services	\$ 29,012	\$ 62,667	\$ 76,900	\$ 84,360	\$ 7,460
Employee Benefits	2,869	9,455	11,860	8,710	(3,150)
Purchased Services	24,043	46,684	26,550	1,420	(25,130)
Internal Service	8,158	10,563	13,560	13,240	(320)
Other Operating Expenses	4,511	3,563	6,540	6,780	240
Capital Outlay	-	2,682	820	300	(520)
Totals	\$ 68,593	\$ 135,614	\$ 136,230	\$ 114,810	\$ (21,420)
Net Cost to City	\$ 65,288	\$ 125,431	\$ 133,440	\$ 111,250	\$ (22,190)

Personnel

Position Title	FY 2019 FTEs	FY 2020 FTEs	FY 2021 FTEs
PLANNING TECHNICIAN	1.000	1.000	1.000
SENIOR PLANNER	1.000	1.000	1.000
Total	2.000	2.000	2.000

Description

The City Planning Commission is comprised of seven members appointed by the City Council. The major responsibilities of the Commission are to advise City Council on growth and development issues, make recommendation to the City Council on rezoning, special use permit applications, and subdivision plats, and to review and make recommendations to the City Council on amendments to the Zoning Code and the Comprehensive Plan.

Revenues/Expenditures

	FY 2018 Actual	FY 2019 Actual	FY 2020 Adopted	FY 2021 Introductory	Increase/ (Decrease)
Revenues:					
Planning Commission Fees	\$ 6,300	\$ 1,070	\$ 7,200	\$ 10,360	\$ 3,160
Totals	\$ 6,300	\$ 1,070	\$ 7,200	\$ 10,360	\$ 3,160
Expenditures:					
Purchased Services	\$ 3,764	\$ 3,768	\$ 6,240	\$ 6,840	\$ 600
Internal Service	213	-	360	360	-
Other Operating Expenses	147	1,419	2,500	2,500	-
Totals	\$ 4,124	\$ 5,187	\$ 9,100	\$ 9,700	\$ 600
Net Cost to City	\$ (2,176)	\$ 4,117	\$ 1,900	\$ (660)	\$ (2,560)

Description

The Board of Zoning Appeals is a seven member Court appointed body that hears and rules on appeals of the Zoning Administrator's decision, applications for variances from the Zoning Code, and applications for interpretations of the zoning district maps.

Revenues/Expenditures

	FY 2018 Actual	FY 2019 Actual	FY 2020 Adopted	FY 2021 Introductory	Increase/ (Decrease)
Revenues:					
Zoning Appeal Fees	\$ 600	\$ -	\$ 630	\$ 2,060	\$ 1,430
Totals	\$ 600	\$ -	\$ 630	\$ 2,060	\$ 1,430
Expenditures:					
Personnel Services	\$ 240	\$ -	\$ 420	\$ 530	\$ 110
Employee Benefits	18	-	50	-	(50)
Purchased Services	980	745	1,140	1,440	300
Internal Service	-	-	60	60	-
Other Operating Expenses	926	-	470	470	-
Totals	\$ 2,164	\$ 745	\$ 2,140	\$ 2,500	\$ 360
Net Cost to City	\$ 1,564	\$ 745	\$ 1,510	\$ 440	\$ (1,070)

**FY 2021 FIVE-YEAR CAPITAL & SPECIAL PROJECTS PLAN
PROJECT DESCRIPTION**

Project Title: Comprehensive Blight Removal
Project No: 60806

Department: Community Development
Division: Housing
Section: N/A

Description:

This project continues the City's efforts to improve housing and eliminate blight by implementing the strategies recommended in the comprehensive housing study conducted by CZB in 2014. It includes funds for demolition of valueless property, stabilization of important historically significant properties, enhanced code enforcement, establishment of a non-profit community development entity, establishment of a loan loss reserve fund, and redevelopment of the Five Forks commercial area.

Justification:

The City's 2014 Comprehensive Housing Market analysis demonstrated that much is needed to be done in order to make Danville a community of choice for individuals and families locating to our area. The City of Danville is experiencing four issues that impact the quality of housing and each requires attention to make any kind of significant improvement: excess supply, geographic isolation from larger markets, declining incomes and a large inventory of unappealing housing stocks. The CZB housing study made several recommendations to improve the market conditions and reverse the trend that is creating blight and further devaluation of properties. If nothing is done to reverse the trend, the City's housing market will continue to decline and affect every neighborhood. The strategies recommended in the plan are proven and documented by industry professionals to have a positive impact on the communities where implemented.

Comments: Due to budgetary limitations, funding for this project was reduced for the FY 2019 & 2020 budgets.
N/A

Funding Sources:	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Total
General Fund Revenues	293,340	600,000	600,000	500,000	500,000	2,493,340
General Fund Balance	106,660	-	-	-	-	106,660
Total Funding Sources	400,000	600,000	600,000	500,000	500,000	2,600,000

Goals/Milestones:

FY 2021	Demolition of 50 derelict and unsafe structures; purchase and stabilize one vacant derelict structure with OWE/West Main/Grove Street areas; maintain the OW Rental Inspection Program Inspector and Assistant City Attorney positions; continue initiative of receiving matching funds from private sector and other sources.
FY 2022	Demolition of 50 derelict and unsafe structures; continue support of OWE Rental Inspector and Assistant City Attorney positions; continue partial funding of CDC/Land Bank
FY 2023	Demolition of 50 derelict and unsafe structures; continue support of OWE Rental Inspector and Assistant City Attorney positions; continue partial funding of CDC/Land Bank
FY 2024	Demolition of 50 derelict and unsafe structures; continue support of OWE Rental Inspector and Assistant City Attorney positions; continue partial funding of CDC/Land Bank
FY 2025	Demolition of 50 derelict and unsafe structures; continue support for OWE Rental Inspector and Assistant City Attorney positions; continue partial funding of CDC/Land Bank